



**DEPARTMENT OF THE AIR FORCE  
INTERSERVICE POSTAL TRAINING ACTIVITY  
OL-A, 335<sup>th</sup> Training Squadron  
Ft Jackson, South Carolina**

All students will report to their hotel, **Towneplace Suites** one day prior to class start date. Class start dates are usually on a Monday and you must check into the hotel on the prior Sunday.

Call Towneplace Suites, 1-803-695-0062 Ext 2 (Front Desk) for room reservation/assignment immediately upon notification of orders/class start date. **We have rooms reserved for you.** If have any issues, please contact the AF Detachment so that we can assist you.

Upon arrival at the Columbia Metropolitan, Airport, you will proceed to the hotel, **Towneplace Suites by Marriott Columbia Southeast/Ft Jackson (250 East Exchange Blvd Columbia, SC 29209).**

Ensure that you have requested a rental car. If you plan to drive your POV, ensure your request approval from your RA. Both procedures are outlined in the TDY2School Handbook.

<https://tdy2school.us.af.mil/login/default.aspx>

On the First Day of school, report to Ft Jackson **Bldg 2375 Bragg Street**, Interservice Postal Training Activity, **Air Force Detachment** for in-processing at 0900 in **OCP's**. Bring one copy of official orders, with any amendments (front and back). **If you are on a profile or shaving waiver, ensure that you have your profile/shaving waiver with you and present it to an Air Force instructor at the time of inprocessing.**

All AF Students who are attending classes must have the following uniforms:

**Required**

OCP's- UOD

USAF Official PT Gear

**Not Required**

Blues

Shaw AFB is 45 minutes away and is the nearest AFB to get uniform items. Ft Jackson Clothing Sales does not maintain any Air Force uniform items except OCP'S.

**Normal school hours are:**

**Class Starts:** 0830  
**Lunch:** 1200-1300  
**Class Ends:** 1630

**Class hours may vary due to training and holiday schedules.**

All Air Force Students must have an activated Citi Bank Government Travel Card for lodging. Ensure you get your card limit increased to a minimum of \$8,500.00.

Students will ensure TMO/CTO has obtained government funded commercial airline tickets prior to departure and should ensure the ticket can be changed without penalty. During Operational hours of 0800-1630 (Eastern Standard Time) questions may be addressed to MSgt Jedediah Sherwood or TSgt Kellie Herman at (803) 751-6810 or DSN 734-6810.

**Detachment telephone numbers:**

OL-A Chief, and Senior Air Force Instructor: MSgt Jedediah Sherwood  
Email: [jedediah.d.sherwood.mil@army.mil](mailto:jedediah.d.sherwood.mil@army.mil)  
Comm: (803) 751-6810  
DSN: 312-734-6810

Asst OL-A Chief / Instructor: TSgt Kellie Herman  
Email: [kellie.l.herman.mil@army.mil](mailto:kellie.l.herman.mil@army.mil)  
Phone #'s are same

IPTA school link: <http://www.ags.army.mil/ipa/index.html>

**Notes:**

You must be fully vaccinated to attend course: **Members are considered Fully Vaccinated two weeks after** their 2<sup>nd</sup> shot if receiving the two shot series and two weeks after their shot if receiving the one shot version.

Masks are required on Ft Jackson regardless of vaccination status. Cloth masks are no longer authorized. N95 or medical masks (black/white) are the only authorized masks.

# **Postal School FAQ**

## **Where will I stay while I'm TDY?**

*Lodging is already reserved for you. Contact Towneplace Suites, (250 East Exchange Blvd Columbia, SC 29209) 1-803-695-0062 Ext 1 and provide them your GTC information.*

## **How do I get to the Schoolhouse?**

*Upon arrival in the local area, it is a good idea to make a test run to the base to get your bearings. Fort Jackson is a very large base with many different ways to get around. Some roads and entry gates are closed on certain days, so getting an idea of what route you will take would be beneficial. From Towneplace Suites, put the school house address into your GPS: 2375 Bragg Street, Fort Jackson, SC 29207. The gate at the Fort Jackson blvd exit off of I-77 is closed on the weekends, so it is best to continue on to the next exit at **Strom Thurmond Blvd and enter the base at this 24 hour gate**. Upon entering the base, turn **right** onto **Jackson blvd** and continue until you reach **Bragg Street** (just past the ATM cash machine). The postal schoolhouse is the first building on the left on Bragg Street.*

## **Can I Travel on the Weekends and Holidays?**

*Upon arrival in the local area, all TDY members will be required to restrict movements outside of class times for the first 14 days. Members are allowed to travel to Fort Jackson from their off-base accommodations for essential items in those first 14 days. After the restriction of movement has ended, TDY members may travel up to six hours from Fort Jackson upon completion and submission of an AF Form 4392 and with Detachment Chief concurrence.*

## **Do I need a rental car?**

*Yes. There are no shuttle bus services or taxis permitted at this time on base. Utilizing the procedures in the TDY-to-School (TTS) Handbook request a rental car. You will be contacted by TTS Staff and will be assigned as a driver or passenger. Sharing of the special conveyance by official travelers at the training location is required when using AETC funds. Put a note in your AETC rental car request form to add multiple rentals required for Postal Course. It must be to the Governments advantage, and not for personal preference or minor inconvenience. Use is limited to official purposes only. See website links for further instructions:*

[https://usaf.dps.mil/:w:/r/sites/12821/\\_layouts/15/Doc.aspx?sourcedoc=%7BD72B0DAF-1964-4C43-BD99-](https://usaf.dps.mil/:w:/r/sites/12821/_layouts/15/Doc.aspx?sourcedoc=%7BD72B0DAF-1964-4C43-BD99-42219E6BB248%7D&file=How%20to%20Procure%20a%20Rental%20Vehicle.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

[42219E6BB248%7D&file=How%20to%20Procure%20a%20Rental%20Vehicle.docx&action=default&mobileredirect=true&DefaultItemOpen=1](https://usaf.dps.mil/sites/12821/AFKN_Docs/4%20-%20AETC%20TDY-to-School%20(Special%20Authorizations)/SA%20Request%20Letter%20-%202021%20Feb%2020.pdf#search=rental%20car)

[https://usaf.dps.mil/sites/12821/AFKN\\_Docs/4%20-%20AETC%20TDY-to-School%20\(Special%20Authorizations\)/SA%20Request%20Letter%20-%202021%20Feb%2020.pdf#search=rental%20car](https://usaf.dps.mil/sites/12821/AFKN_Docs/4%20-%20AETC%20TDY-to-School%20(Special%20Authorizations)/SA%20Request%20Letter%20-%202021%20Feb%2020.pdf#search=rental%20car)

[https://usaf.dps.mil/sites/12821/AFKN\\_Docs/4%20-%20AETC%20TDY-to-School%20\(Special%20Authorizations\)/Fact\\_Sheet\\_Rental\\_Car.pdf#search=rental%20car](https://usaf.dps.mil/sites/12821/AFKN_Docs/4%20-%20AETC%20TDY-to-School%20(Special%20Authorizations)/Fact_Sheet_Rental_Car.pdf#search=rental%20car)

## **How do I get my Line of Accounting (LOA) added to my orders?**

*Postal school is funded through AETC TDY-To-School (TTS).*

502 CPTS/FMFLT [tdy.school@randolph.af.mil](mailto:tdy.school@randolph.af.mil) DSN 487-2971.

*They process orders and provide the funding cite for members to use on DTS. Requests for routine orders will be processed 2-3 weeks prior to class start date, contingent upon when the request was submitted and funds availability.*

*Refer to the TTS handbook for further details*

<https://tdyotoschool.us.af.mil/login/default.aspx> → Links TDY-to-School Handbook

## **\*\*You must have DTS orders to Postal Training\*\***

### **How soon can I fly out after graduation?**

*You will graduate on a Friday in the morning. There will be a small graduation ceremony, no blues are required. You may schedule to fly out later that afternoon/evening after 12pm. If you require lodging past Saturday after graduation it is on you to check availability and secure additional lodging days*

### **Do I need to bring my blues?**

*No blues are required. You will graduate in OCPs.*